

# CTE Skill Certificate Test Performance Documentation

**This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.**

**Course: Business Management**  
**Test Number: 230**  
**School:**  
**Instructor's Name:**

**# Students in course:**  
**# Students tested:**  
**Date:**

This is to verify that the students on the attached class roll\* accomplished the following performance objectives at or above the 80% (moderately to highly skilled).

1. Locate information on an existing corporation. Include the following: Mission statement, organization chart, code of ethics (conduct), company history (story), plans for the future.
2. Study a business leader and prepare a biographical essay.
3. Prepare a financial statement. *Income Statement OR Balance Sheet*
4. Do current human resource case study.
5. Do a case study on business ethics.
6. Organize or participate in one of the following activities:  
class presentation, collaborative activity, or school service activity.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_

\*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.